

MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

CHAPTER 14

FORMS AND REPORTING REQUIREMENTS

1. PURPOSE

This chapter summarizes all forms referenced throughout this Manual.

2. POLICY

The forms listed in this manual will be used for the acquisition, operations, and disposal process for motor vehicles.

3. FORMS USED FOR MOTOR VEHICLE ACQUISITIONS

Form Number	Title of Form
SF-120	Report of Excess Personal Property
AD-700	Procurement Request
AD-999	Motor Vehicle Accountability and Data Record
MRP 20	Change in Motor Vehicle Trade-In
GSA 1398	GSA Purchased Vehicle
GSA 1781	Motor Vehicle Requisition - Delivery Order
SF-368	Product Quality Deficiency Report
GSA 8002-1	Motor Vehicle Delivery Report

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4. FORMS USED FOR MOTOR VEHICLE OPERATIONS

Form Number	Title of Form
AD-185	Penalty Decal
AD-643	Transmittal, GSA Motor Pool
AD-728	Authorization & Request for Home-To-Work Transportation
MRP 65	Annual Vehicle Inspection Checklist
MRP 73-R	Commitment to Use Privately Owned Vehicle
MRP 74	Vehicle Sharing Checklist
MRP 105R	Motor Vehicle Authorization
MRP 124	Safety Checklist for Towing/Carrying Equipment
MRP 125-R	Defensive Driver Training Log
MRP 139	Employee Record of Commute in Government Vehicle
SF-182	Request, Authorization, Agreement and Certification of Training
SF-78	Certificate of Medical Examination

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5. FORMS USED FOR THE MOTOR VEHICLE DISPOSAL PROCESS

Form Number	Title of Form
AD-107	Report of Transfer or Other Disposition of Property
MRP 315	Vehicle Condition Questionnaire
GSA-27	Notice of Award
SF-97	Certificate To Obtain Title To A Vehicle
SF-122	Transfer Order, Excess Personal Property
SF-126	Report of Personal Property for Sale
MRP 94	Record of Funds Received
OF-16	Sale of Government Personal Property

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6. FORMS USED FOR ACCIDENTS AND DAMAGE TO MOTOR VEHICLES

Form Number	Title of Form
AD-651	Motor Vehicle Accident Report Kit
AD-112	Report of Unserviceable, Lost or Damaged Property
AD-872	Property Damage Incident
GSA-1627	Motor Vehicle Accident Report Kit
SF-91	Operator's Report of Motor Vehicle Accident
SF-91A	Investigation Report of Motor Vehicle Accident
SF-94	Statement of Witness
SF-368	Product Quality Deficiency Report
CA-1	Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation